

10 February 1948

MEMORANDUM FOR AISO

FROM COPS

Subject: Administration of OSO Promotion Policy

1. CIA Administrative Instruction 20-16 of 4 December 1947 provides that there be established and administered an internal policy on which to base recommendations for promotions. The following suggestion is made both to comply with and implement this instruction as well as to solve the pressing and recurrent problem of promotions which has such an important bearing on morale.

a. That there be established for OSO a four-man Personnel Board which would be composed as follows:

- (1) A representative from the staff of AISO, who would be Chairman of the Board.
- (2) A representative from the staff of COPS.
- (3) A representative from the staff of CAS.
- (4) A Branch Chief to serve with the above three persons for a period of three months, this duty to be rotated among the several Branch Chiefs.

b. That the Chief, Personnel Division, meet regularly with the Personnel Board and serve it in a consultative and advisory capacity. He would provide the Board with technical advice as well as such personnel records as were pertinent to the consideration of particular cases.

c. That the Personnel Board, acting under the authority of AISO, establish, review and maintain a consistent policy with respect to promotions.

d. That the Personnel Board survey the proposals with respect to:

- (1) Time in grade.
- (2) Efficiency rating.
- (3) Existence of a suitable grade vacancy.
- (4) Qualifications with respect to background and education, experience and personal achievement.
- (5) Ability demonstrated by actual performance of the duties in grade and position for which recommended.
- (6) Previous rate of advancement.
- (7) Length of service with COI, OSS, SSU, CIG and CIA.

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e. That the Personnel Board recommend quarterly to ADSO, COPS, and CAS those proposals for promotion which should be forwarded to the Chief, Personnel Division for action and those proposals for promotion which should be deferred to later quarterly promotion lists.

f. That the Personnel Board be prepared to undertake such other duties as ADSO, COPS, or CAS assign it.

2. It is believed that all proposed promotions in OSO should be referred to the Personnel Board in order that uniform application of policy and procedure may be applied.

3. It is deemed advisable that promotions be acted on quarterly by reason of a) the three months step for time in grade and b) the desirability of periodically conducting an OSO wide survey before recommendations are made. This recommendation should not be construed as prohibiting promotion between quarterly surveys when urgently desired by reason of outstanding performance, or for other sufficient reason.

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